

Opening Remarks - Ms. Jill Pettibone

Meeting was held on 18 August, 1998 at Ft. Belvoir, VA.

The Group Leaders Conference is in development, subject to approval by the Commander. Topics for the meeting include:

1. Information Technology - Information to be used by managers to include a wide array of topics. Ms. Pettibone wants to spend a whole day on this topic.
2. TAG Assessment Process

Ms. Pettibone asked the Districts for their views on having the meeting here in the DC area so that her staff could come and brief. She would also invite the General. Ms. Pettibone asked the Ops Chiefs to give her a list of topics for the agenda. Norris was asked when would be a good time for International with leave schedules and folks coming back to the states from overseas. Norris will get back with Ms. Pettibone on the best time for International Tag Chiefs.

Ms. Zalonis discussed her efforts with multifunctional team leader training and possibly conducting a workshop at the conference.

Ms. Pettibone discussed the idea of a matrix for metrics. She's concerned about some of the "holes" she's hearing about with data entry. She thinks that there are fair amounts of people who don't know what they're supposed to do. Mr. Krivokopich this notion by saying that he has observed the same confusion at District West MMRs. Mr. Schmitt talked about rumors he has heard about folks massaging data for MMRs. Also, he discussed the need to talk AMS and International (re: the meeting with Petrucelli, Schmitt, Schultz and DCMDI Principals).

The ACO Warrent Board is currently under review. Ms. Vivian Hill is sorting through some of the questions that have popped up.

Mr. Schmitt talked about transition Plans in relation to the RBA (Revolution in Business Affairs) recommendations and its transition from the Task Group to the HQ Staff.

The first meeting for the new SPI Council (established in the USD(A&T) SPI Vision letter) will be in September. The details are being worked out.

Topics covered at this meeting

Terminations, Ms. Cynthia Brice
Into-Plane Fueling QA/Specialized Safety Integration, Mr. Bill Evans
Integrated Policy and Process Deployment, Ms. Kathleen Zalonis
Cost Monitors AJG Issue, Mr. Dave Ricci
Discrepancy Report Analysis, Mr. Frank Guerrero
Centralized/Decentralized & Property Resource Model, Mr. Paul Farley
DCMC Internal EVMS Assessment, Mr. Mike Lowry
Late Contractor Final Overhead Proposals, LtCol Kathy Johnson
Certification PAT, Ms. Wayne Easter
MRM #10, Ms. Ella Studer
SPI and Civil/Military Integration, Ms. Yolanda Gallegos

Actions resulting from August Ops Meeting

August Action #1 (OP0040): DCMC-OE will send out a standard Termination chart format to the Ops Chiefs (Ms. Kathleen Zalonis).

August Action #2 (OP0041): To write up a guidance package for managers about utilizing a multifunctional approach to conducting surveillance. (Mr. William Evans).

August Action #3 (OP0042): We need to make sure there is proper wording in the Onebook to include the requirement of prior experience or certification to perform fuels surveillance (Mr. William Evans).

August Action #4 (OP0043): Ms. Pettibone wants to see a more in-depth action plan to address the total universe of commodity certification. You need to work one commodity at a time.

August Action #5 (OP0044): Display the state of the SDR investigation through data analysis.

August Action #6 (OP0045): To modify the July action to request Paul to develop cost savings and/or efficiencies relating to the centralized / decentralized model.

August Action #7 (OP0046): Formalize EVMS Strategy and develop a business case to support the effort.

August Action #8 (OP0047): To identify process drivers and do a pareto analysis of late contractor overhead proposals (Glen Gulden).

Actions Item Review

JULY ACTION #1: Ms Pettibone wants a system, like the Customer Service Standards that Mr. Landini presented, for DCMC-O (Mr. Michael Carter).

Open

JULY ACTION #2: The Pre-Award owner to report back in two months on their progress. Select Customer and CAO sites to do a test and get their opinion of Risk Based PASS (Mr. Robert Kennedy).

Open

JULY ACTION #3: Districts to look at the new draft AJG and think about the issue of contracts specialists (LtCol Ken Truesdale and Ops Chiefs).

Closed - Per Ms. Pettibone. Ops Chiefs provided comments.

JULY ACTION #4: Get the packaging discrepancy reports system into AMS (Mr. Frank Guerrero).

Closed - Rolled into August Action #5

JULY ACTION #5: Ms. Pettibone and Mr. Schmitt to develop a charter for the Packaging PAT.

Open

JULY ACTION #6: Mr. Guerrero to report back on data analysis for the next Ops Chief Meeting (AMCOM Packaging Discrepancies). Ops Chiefs to verify that they have all discrepancy reports and perform analysis (pareto) (Mr. Frank Guerrero and Ops Chiefs).

Open - To be discussed at next Ops Chief Meeting.

JULY ACTION #7: To brief the resource impact of the centralization/decentralization and resource review criteria model on DCMC CAOs. (Mr. Paul Farley).

Closed - Rolled into August Action #6. Briefed at 8/18 ops chiefs meeting. Follow-on briefing and additional information requested for October meeting.

JULY ACTION #8: To figure out the impact of doing Tier 1 reconciliations, then brief Gen Malishenko to get his approval to proceed (Ms. Cynthia Brice).

Closed - Met with DCMC-O on 7/27; scheduled to brief Gen Malishenko on Aug 12. DUPLICATE OF QO0584; Gen M was briefed and concurred with recommendations.

JULY ACTION #9: Ms Pettibone wants an answer from DCMC of why TAMS does not have system Documentation (Suspense to DCMC-OE).

Open

JULY ACTION #10: Ms. Pettibone wants someone to come explain to her why we can't do Ad-Hoc queries in TAMS (Suspense to OE).

Closed - Duplicate of OP0035 which was authorized for closure. TAMS documentation was obtained and Joe Petrucelli is working on cubes/catalogs. Initial version being tested by FASST/Ahonen. Per Ops Chiefs, will involve field in testing.

JULY ACTION #11: Need to write a letter to re-instate the T4C goal. Reporting will be done at Ops Chief Meeting till Oct. After that, it will be incorporated into the MMR. Need to figure out all the mechanics of publishing in the Metrics Guidebook, etc. The goal has slight amendment of 75% of 450 Days (Ms. Cynthia Brice).

Closed - Letter Signed. Will be posted to the web shortly

JULY ACTION #12: To develop a brief for the Executive Council on CACOs and DACOs (Mr. Frank Wojtasek).

Closed - briefed to EC.

JULY ACTION #13: To do the same analysis on DACOS as was done on CACOS (Mr. Frank Wojtasek).

Open

JULY ACTION #14: To develop a one-page fact paper detailing the difference between DACOs, CACOs, and DCEs (Mr. Frank Wojtasek).

Open

JULY ACTION #15: To coordinate the revised certification briefing with the Ops Chiefs (Ms. Donna Albrizio).

Closed - Briefing to Gen Malishenko created an overarching WIPT for the Command. This effort will be lead by Ms. Schultz. However, this does not take over the Certification PAT. The Certification PAT needs to 1) do a schedule for the next EC Meeting and 2) TT IPT (which isn't being established) + RBATF.

JULY ACTION #16: To ensure recertification includes consideration as to whether the person is working in that area (Ms. Donna Albrizio).

Closed - Briefing to Gen Malishenko created an overarching WIPT for the Command. This effort will be lead by Ms. Schultz. However, this does not take over the Certification PAT. The Certification PAT needs to 1) do a schedule for the next EC Meeting and 2) TT IPT (which isn't being established) + RBATF.

JULY ACTION #17: Certification PAT to reschedule the 22 June briefing to 23 July for Gen. Malishenko (Ms. Donna Albrizio).

Closed - Briefing to Gen Malishenko created an overarching WIPT for the Command. This effort will be lead by Ms. Schultz. However, this does not take over the Certification PAT. The Certification PAT needs to 1) do a schedule for the next EC Meeting and 2) TT IPT (which isn't being established) + RBATF.

JULY ACTION #18: To define what the new tasks at the EVM Pilot sites and for the Ops Chiefs to consider anymore ideas or pilot sites that may be appropriate (Mr. Barry Shuler and Ops Chiefs).

Closed - Rolled into August Action #7

JULY ACTION #19: To verify the Progress Payment goal and let Ms. Pettibone know. Jill will forward to the districts and any appropriate actions (Mr. Tim Frank).

Open.

JULY ACTION #20: To determine what parameters to use for reportable LDD Cases each month here at HQ and brief at the next Ops Chief Meeting (Maj. Terry McElroy).

Open - Ms. Zalonis requested an extension from 8/18 to 9/28

JULY ACTION #21: Ops Chiefs to come back at the next Ops Chief meeting with their formal plan for dealing with late contractor overhead proposals (Mr. Glen Gulden).

Closed - Per Ops Chief Meeting on 8/18

June Action #2 - Investigate the need for additional SDW training.
(Mr. Mike Williams)

Closed per memo dated 7/22/98

June Action #3 - PAT team to review DCMC-O courses selected for distance learning (P18-Intro to PROCAS, P19-PROCAS Enhancement Workshop, S09-Statistical Sampling and S13-Welding). Coordinate with the process owners and assure new philosophies were entertained. (Ms. Georgeanna Adams)

Closed - Recommendation for S13 is via local college not an internally developed DCMC course. Other course have been verified.

June Action #4 - DCMC BG to write up the rules (what they recommend) for college courses. How much time is allowed (homework time, class time, etc). What are the implications of correspondence courses? (Mr. Steve Herlihy)

Open

June Action #5 - To brief the Gen Malishenko on Certification (when District Commanders are here or on conference call or VTC). (Ms. Georgeanna Adams)

Closed - Briefing to Gen Malishenko created an overarching WIPT for the Command. This effort will be lead by Ms. Schultz. However, this does not take over the Certification PAT. The Certification PAT needs to 1) do a schedule for the next EC Meeting and 2) TT IPT (which isn't being established) + RBATF.

June Action #7 - District Ops to review certification approval processes (i.e., a board rather than the current process). (Ops Chiefs)

Closed - New concept developed and approved by EC. New actions to be monitored by EC.

June Action #9 - The CACO team will develop a new AJG for CACOs and write duties for DACOs. (Mr. Frank Wojtasek)

Open - Need a new date from Frank of when he can get this accomplished.

June Action #12 - Revisit the \$200 Million threshold to determine if that should be changed or if there are other discriminating characteristics. (Mr. Frank Wojtasek)

Closed - briefed to EC - new threshold approved at \$250M

June Action #13 (Open) - Tasking Memorandum be developed and sent to field to study and develop a measurement device tying LDD to Property System Status ratings. (Maj. McElroy)

Closed - Status briefed to July Ops Chiefs Meeting;
7/20 Conference call with field to determine format, sites, criteria and timeframes. Tasking memo 98-240 LDD Root Cause Analysis issued 8/12/98.

June Action #14 - DCMC-OE to work with AQAC to obtain TAMS system documentation. (Ms. Cynthia Brice)

Closed - Ms. Pettibone authorized closure of suspense.

March 98 Action #8 - The Safety PAT will test the metric for the next six months and report back on conclusions and recommendations (to be briefed at October Ops Meeting).

Open - Safety PAT to debrief at October Ops Chief Meeting.

March 98 Action #10 - To tell the F Shops to use paperless procurement for small purchases.

Open - Letter is in for Gen Malishenko's signature. Will be posted to the web once signed.

March 98 Action #15 - Require Center Chiefs and one other to get appropriate and current Secret Clearance and Passports to assist AS and International.

Closed - per Ms. Pettibone

Tentative Topics for next Ops Chief Meeting

1. Centralized/Decentralized and Property Resource Review Model, (Mr. Paul Farley
2. Cost Monitor AJG issue.
3. Discrepancy Report Analysis, Mr. Frank Guerrero
4. Late Contractor Final Overhead Proposals
5. EVMS Pilot Status, Mr. Barry Schuler
6. Certification PAT Status

Operations Chief Meeting schedule through the end of the Year

28-29 September, Los Angeles, CA
16 October, Ft. Belvoir, VA
12 November, Ft. Belvoir, VA
14-15 December, Clearwater, FL (May be cancelled in lieu of larger Group Leaders Conference)

//signed//

Ms. Jill Pettibone

Personnel in Attendance (listed alphabetically)

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